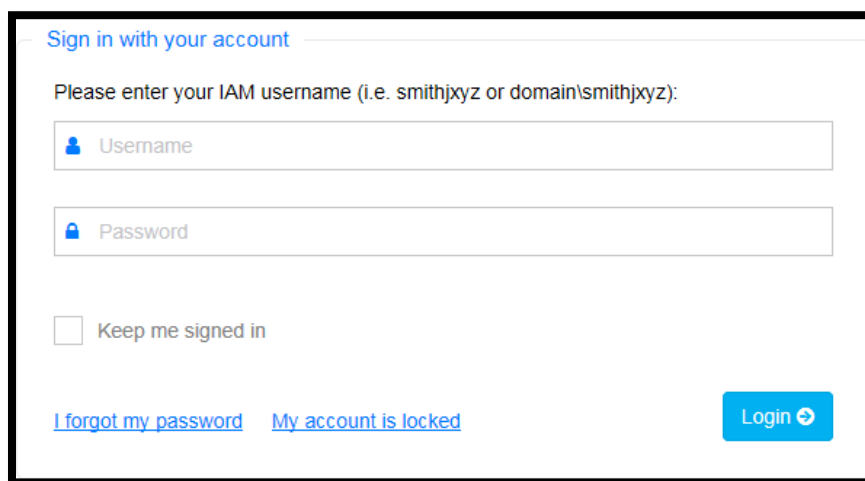




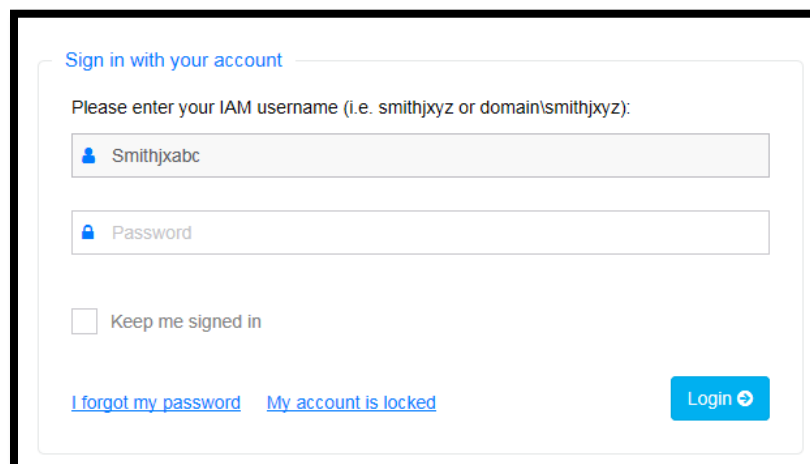
HOW TO MANAGE EXCHANGE DISTRIBUTION LISTS

Steps

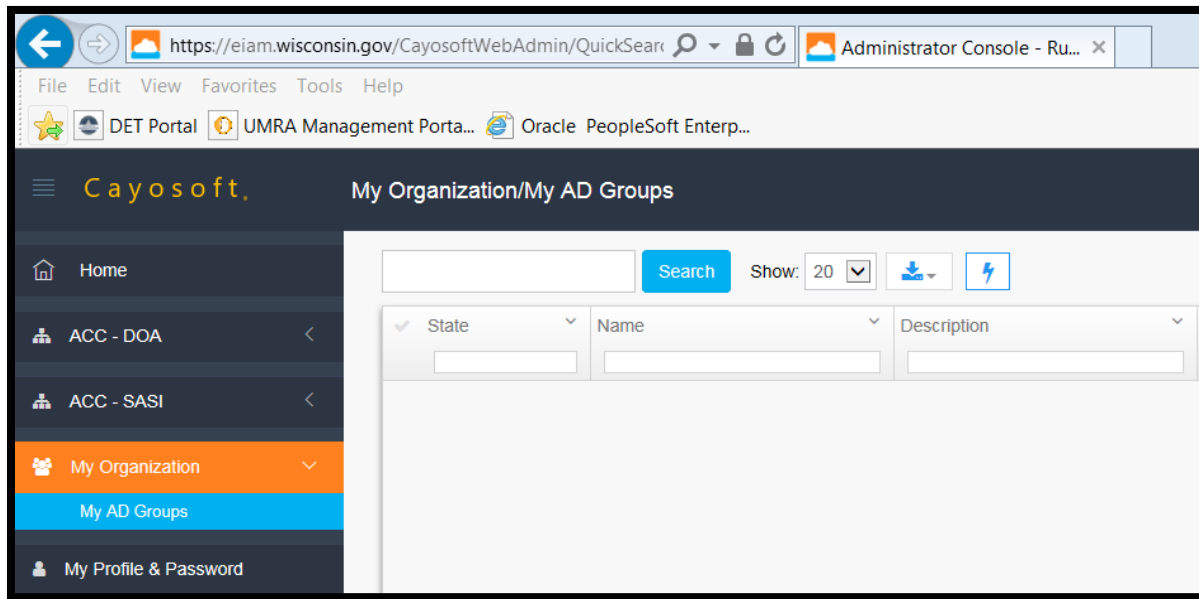
1. Owners of Exchange Distribution Lists can use Cayosoft to manage the membership of their lists. To do this, open a browser (e.g., Internet Explorer) and enter <https://eiam.wisconsin.gov>. The following window will appear:

A screenshot of the Identity and Access Management (IAM) login page. The page has a white background with a light blue header. The main content area is white and contains the following elements: a blue link "Sign in with your account" at the top; a prompt "Please enter your IAM username (i.e. smithxyz or domain\smithxyz):"; a text input field with a blue user icon and the label "Username"; a text input field with a blue lock icon and the label "Password"; a checkbox labeled "Keep me signed in"; two blue links at the bottom left: "I forgot my password" and "My account is locked"; and a blue "Login" button with a right-pointing arrow at the bottom right.

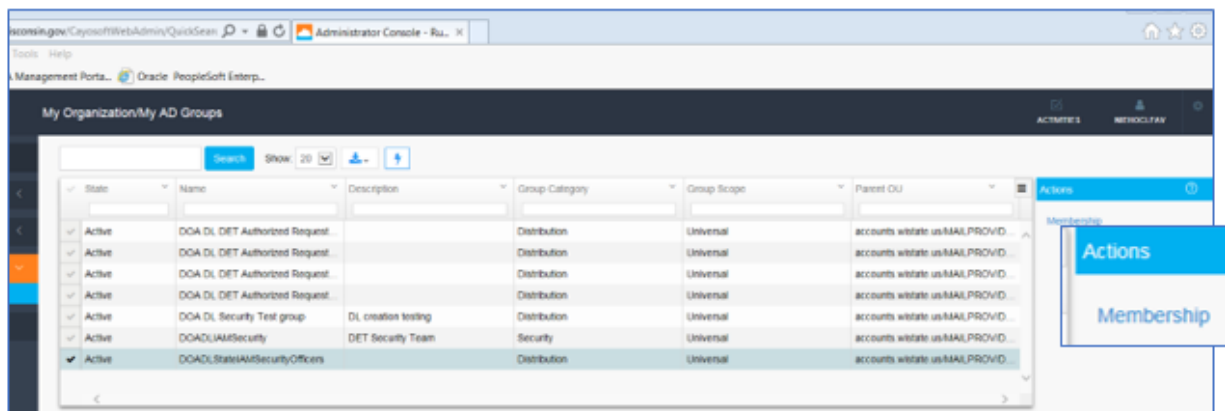
2. Enter the **IAM Account** or **domain\IAM Account** and password, for example, accounts\SmithJabc. Do not check the box marked *Keep me signed in*. Click *Login*.

A screenshot of the IAM login page, identical to the one above, but with example credentials entered. The "Username" field now contains "Smithxabc" and the "Password" field contains "Password". The "Keep me signed in" checkbox remains unchecked. The "Login" button is still visible at the bottom right.

- Click on *My Organization*, then *My AD Groups*. Click *Search* to see all Distribution Lists where you are listed as owner.



- Select the list to work with by clicking the checkmark to the left of the list. On the right side of the screen, click *Membership*.





- To remove a member, click on the checkmark next to the name, and then click *Remove member(s)*. Click *Update* to update the list.

Modify Membership on (DOADLStateIAMSecurityOfficers)

Search In: All Scopes

Find: +Add

Enter one or more names or e-mail addresses separated by a ;

Members

<input type="checkbox"/>	Name	Display Name	Parent OU
<input checked="" type="checkbox"/>	Adams: Ethan A ~ 2014082109432328		accounts.wistate.us/Staff/Justice
<input checked="" type="checkbox"/>	Alarie: David C ~ 2012062114171858		accounts.wistate.us/Staff/UW/UW-Syste...
<input checked="" type="checkbox"/>	Anderson: James ~ 8008010921501683		accounts.wistate.us/Staff/DisabilityDete...
<input type="checkbox"/>	Angus: Jim A ~ 9005042717430664		accounts.wistate.us/Staff/Commissioner...
<input type="checkbox"/>	Ankireddy: Mohindar ~ 2017032708453...		accounts.wistate.us/Staff/Corrections/D...
<input type="checkbox"/>	Arriola: Karen J ~ 8011090112431743		accounts.wistate.us/Staff/AgricultureTra...
<input type="checkbox"/>	Aviad: Itsik ~ 2013012413413441		accounts.wistate.us/Staff/AgricultureTra...
<input type="checkbox"/>	Bagha: Jake ~ 2015022612315668		accounts.wistate.us/Staff/Legislature/LE...
<input type="checkbox"/>	Banu: Tasneem X ~ 2015031614483119		accounts.wistate.us/Staff/HistoricalSoci...

Remove member(s) Advanced Search...

Update Cancel

- To add a member, navigate to the *Find* field and key in last name, first name of the person to add. Click *+Add* to the right of the *Find* field.

Modify Membership on (DOADLStateIAMSecurityOfficers)

Search In: All Scopes

Find: witt, cindy +Add

Enter one or more names or e-mail addresses separated by a ;

Members

<input type="checkbox"/>	Name	Display Name	Parent OU
<input type="checkbox"/>	Adams: Ethan A ~ 2014082109432328		accounts.wistate.us/Staff/Justice
<input type="checkbox"/>	Alarie: David C ~ 2012062114171858		accounts.wistate.us/Staff/UW/UW-Syste...
<input type="checkbox"/>	Anderson: James ~ 8008010921501683		accounts.wistate.us/Staff/DisabilityDete...
<input type="checkbox"/>	Angus: Jim A ~ 9005042717430664		accounts.wistate.us/Staff/Commissioner...
<input type="checkbox"/>	Ankireddy: Mohindar ~ 2017032708453...		accounts.wistate.us/Staff/Corrections/D...
<input type="checkbox"/>	Arriola: Karen J ~ 8011090112431743		accounts.wistate.us/Staff/AgricultureTra...
<input type="checkbox"/>	Aviad: Itsik ~ 2013012413413441		accounts.wistate.us/Staff/AgricultureTra...
<input type="checkbox"/>	Bagha: Jake ~ 2015022612315668		accounts.wistate.us/Staff/Legislature/LE...
<input type="checkbox"/>	Banu: Tasneem X ~ 2015031614483119		accounts.wistate.us/Staff/HistoricalSoci...

Remove member(s) Advanced Search...

Update Cancel



- If multiple names appear, click the checkbox to the left of the mailbox and click *Select* to add. Click *Update*.

Multiple Names Found

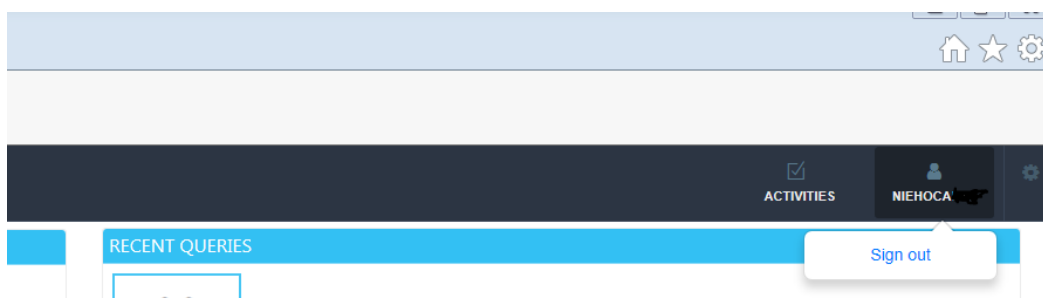
More than one object matched the name "witt, cindy". Select one or more names from the list, or, reenter the name.

Matching names:

<input type="checkbox"/>	Name(RDN)	Title	Office	Department	Display Name...	E-Mail Address...	Parent O...
<input type="checkbox"/>	Witt, Cindy ADMIN (IT...			Administration...	Witt, Cindy A - ...	CindyL.Witt@...	accounts.v
<input checked="" type="checkbox"/>	Witt, Cindy L ~ 80060...	ESD/OneStop...		Administration...	Witt, Cindy L - ...	CindyL.Witt@...	accounts.v

[Select](#) [Skip this user](#) [Cancel](#)

- In the upper right corner where your account name appears, click on your account name, and then click *Sign out*.



- You have now completed the membership update of an Exchange Distribution List. You may close the browser window.